



Marshals Information

The Safety Objectives for an Event are:

- To prevent accidents occurring
- To ensure all key areas are risk assessed and have practical and realistic actions in place
- To prevent or minimise the risks
- To ensure all involved have received adequate safety training
- To consult with experienced personnel when drawing up plans
- To ensure clear lines of communication are achieved in the event of an incident
- To implement emergency procedures according to the safety plan as required

Any event must comply with the current Motorsport UK Stage Rally Safety Requirements document as well as any additional guidelines produced by the Motorsport UK as part of the Rally Future Safety Project.

Additionally, an event must comply with all current and relevant Health & Safety legislation along with the relevant guides in particular the Health & Safety at Motor Sports Events Guide (HSG112).

Health & Safety Principles as they Apply to Motorsport

Events need to run in line with the law and with the health & safety principles set by the Health & Safety Executive as they apply to Motorsport.

Every person participating in the rally, whether organiser, competitor, marshal or spectator, shall take reasonable care for the health and safety of themselves or other persons who may be affected by his or her acts or omissions during the operation of the event.

Training and Briefing of Marshals

All marshals are required to have completed the Motorsport UK on-line learning modules which relate to 1. The Roles and Responsibilities of a Marshal, 2. Spectator Management and 3. Incident Management in order to become accredited. Any existing non-registered marshal who wishes to be recognised on the grading scheme at a level above accredited marshal, will be able to apply by registering and completing their on-line accreditation.

Any potential marshal arriving at an event not already part of the accreditation scheme **MUST** sign-on and encouraged to complete the Motorsport UK's on-line registration

and accreditation so that once completed, the Motorsport UK can contact them regarding being added to the existing registration database. A marshals' recognition package was launched in 2017.

All new or inexperienced marshals, as outlined above, should then be allocated a location where an experienced marshal can support them during their first events. It is recommended that a ratio of no more than 4 newcomers to one buddy be implemented. Particular attention should be paid to placing new or inexperienced marshals in appropriate locations where they will have the support of other marshals and where they will not be expected to deal on their own with spectator management.

Where experienced marshals are not yet accredited, they too will need to be located with an accredited marshal.

Marshals Instructions

To ensure you are covered by Motorsport UK insurance, you **MUST** sign-on using the official form.

Please arrive at the stage in plenty of time, if you are delayed please try and let the Stage Commander know.

Your job is to keep yourself and others safe on the stage. Safety at the event, and especially out on the live stages, is our main concern.

More experienced marshals will be used in the appropriate places with buddying arrangements in place on the stage for new and less experienced marshals. Experienced marshals may be asked to buddy up with new marshals as part of their training.

When you arrive on stage, report to your Stage Commander at the stage start and you will be given your duties and a short briefing.

PLEASE WEAR YOUR MOTORSPORT UK MARSHAL TABARD AT ALL TIMES WHILST OUT ON STAGE AND UNTIL THE STAGE IS CLOSED. If you don't have one, please flag that up to your Stage Commander.

You should ensure that you know –

- Where the nearest radio car is to your location.
- **Where the nearest red flag point is to your location.**

All vehicles must be positioned well away from any road or track used as a special stage, including radio cars.

All escape roads must be kept clear at all times for a distance of at least 50 metres, bearing in mind the potential approach speed of a competing car. Once operational no non-competing vehicles must move on the stage without express permission of the Stage Commander, and then only in Stage direction.

No vehicle shall move on the special stage without the specific approval of the Stage Commander. Spectators are **NOT ALLOWED** between the stage and any safety markers that have been erected. In the event of an incident, priority must be given to those persons injured.

Vehicles should be moved only if they are blocking the stage.

Where linking roads and rendezvous points for each stage are given; free access to these should be maintained at all times for Rescue Units, etc.

In order to communicate with the Safety Cars (especially the Safety Delegate), marshals should use the FIA specified gestures below to indicate whether you are satisfied with the safety situation at your location (All OK) or whether you have any problems (Stop I need support). The two gestures are shown below:



All OK



Stop I need support

Marshals are the means of controlling safety on a stage and will often be in the front line if an incident happens.

Remember to bring your whistle for use on stage you should blow your whistle whenever you hear an approaching car including the Safety Cars. This whistle is to be used for two purposes:

1. To advise the spectators and other marshals in your location of the approach of a vehicle, whether that is an official car, a safety car or a competitor
 2. To advise the spectators (at exactly 30 minutes before the First Car is Due) that there is to be no further movement on the special stage. This is to be done by a long continuous whistle at FCD minus 30 minutes.
- Ensure spectators stay in designated spectator viewing areas at your location or otherwise in safe locations – preferably several metres back from the stage at all times.
 - Take control and move spectators where you want them to be as they start arriving – BE POLITE BUT FIRM. Use peer pressure from other spectators if someone refuses to move.
 - Be aware of the arrangements for media access.
 - Do not take photographs or video or share any information on social media whilst marshalling – stay alert at all times.
 - If there is a delay to the stage or a temporary halt, find out what is happening and keep spectators informed– they will be less likely to move.

NO-ONE IS ALLOWED TO STAND IN PROHIBITED AREAS AT ANY TIME – SPECTATORS, MARSHALS OR MEDIA.

These areas will be shown by Motorsport UK Notices B, C and D

Notice B – *“In any area of particular danger on a special stage” (e.g. escape roads and No-go zones).*

Tip: Make sure these signs point towards the direction of spectator arrival.

Notice C – *“At any means of spectator or vehicular access to a Rally Special Stage.”*

Notice D – “the limits of spectator access may be defined by Notice D.”



and/or red & white tape and include box junctions intended as run off areas for cars that fail to make a turn and generally the outside of bends. However, be aware that rally cars can leave the stage at any point so be alert at all times.

Once at your location find out where the nearest stage radio car is located. Broken down rally cars which have stopped in stage must be reported to this radio car with details of the approximate location, car number, whether the crew are OK or require assistance, and whether the stage is clear or blocked.

Make a written report of all competitors making short cuts, not wearing helmets or seat belts, make a report to a radio car and hand in a report to the Stage Commander or the Sweeper Car after the stage.

Protect the stage equipment/furniture in your vicinity. Warning and gate arrows etc. are there for a reason, everyone should be given the same opportunity of avoiding an accident. The object of the rally is to test the skill of the driver and navigator, not to trick them into making mistakes.

Whilst at times they may be a pain, please try and be courteous to spectators. It's well known that a friendly approach and an explanation as to why you would like them to move to a different location usually works much better than shouting at them.

Red Flags

A red flag system will be in operation on the event on stages XX and YY. Ensure that you know the location of the nearest red flag to you and who will display it if required. The decision will be taken by the Stage Commander or Clerk of the Course and communicated to radio locations. Any marshal displaying the red flag must wear a tabard and hold the flag stationary without waving it. Competitive cars, on seeing the flag, are required to slow down to a non-competitive speed as a rescue vehicle may be on stage.

Incident Handling

An incident is anything that requires the intervention of event officials or that causes the event to digress from the planned or expected sequence of events.

Incidents are classed as Minor, Serious and Major.

A **minor** incident is one that can be managed within the stage team or with the support of Rally Control

Examples would be: a car goes “off”, the crew quickly fix the problem and then re-join the event, a car that has broken down and is off the track but no longer able to complete, you find a build-up of spectators in an unexpected location, spectators are standing in an unacceptable location and they aren’t moving with your early requests. These incidents require a localised response.

A **serious** incident is one that may require the intervention of our rescue and/or recovery teams. Examples such as a car which is blocking the stage or where the crew are reporting minor injuries, or when a marshal or spectator has a minor injury. The Stage Commander will liaise with Rally control and the Chief Medical Officer to ensure the correct treatment is provided.

A **major** Incident is one which requires greater resources than are available to the event and will probably need the police to coordinate. Rally control and the Stage Commander will assist the police to manage the situation.

If an Incident Happens

You should remember the following:

- Stay calm and assess the situation – your own safety is the first priority.
- Ensure spectators are kept back – where there are several marshals, ensure that some remain to control spectators and guide them to avoid positions of danger.
- When an incident happens, **a marshal’s primary responsibility is to act as a look out** to allow another person to assess the needs of the competitor.
- If the incident has created a blockage or partial blockage and there are sufficient marshals on the stage, an additional marshal should go further up the stage to warn approaching cars.
- If the incident involves assisting competitors ensure that you have a lookout, that you are in a safe position, that the SOS/OK board carried by all competitors is being shown and ensure that someone takes and displays the

warning triangle approximately 100 metres down the stage. The SOS board should be shown at the vehicle itself if a competitor needs medical assistance.

- Report circumstances as quickly as possible to radio crew if nearby or stop the next competing car and ask them to report:
 - Car number.
 - Whether blocking stage.
 - Any medical assistance required.
 - Any other relevant information.
- Replace any damaged stage furniture and ensure stage is kept clear of spectators.

Simple Car Retirement Procedure

The usual situation is that a competitor 'limps' their car to your location, the crew dive out, up comes the bonnet, out comes the toolkit, etc. and you radio in that car number. has stopped at your location, clear of the stage, crew ok and working on the car.

After 10-15 minutes of assorted banging, probably swearing, etc. the navigator walks up to you and advises that they've had enough, it's not repairable, etc. and they are going to retire from the event. What do you do?

Simple really: -

1. Ask the Crew to hand in their Timecards and their completed Damage Disclaimer, outlining any damage to property or 3rd parties.
2. Contact Radio Control and advise them of the retirement, the car number, your location, that you have the Time Cards and Damage Disclaimer to be collected by the Closing Car and whether they require recovery by the Stage Recovery Unit or whether they will recover it themselves. (Quite often the crew will ask for their location to be passed to their Service Crew as well).
3. IF the car is driveable the crew may want to exit the stage, non-competitively to the nearest road. Check your stage map and if possible, provide them with a route to the nearest road which will not bring them in contact with the Rally Stage. It should also be pointed out that there is no guarantee that any gates to the public road using this suggested route will be unlocked. If they choose this option, please remember approval of the Stage Commander is required and to update Radio Control.

At the End of the Stage

- Wait until given the message to stand down.
- If driving on the stage always drive in the direction the competing cars took and not the wrong direction (WD) back down the stage.
- At the end of what has been an enjoyable and entertaining day, your help in dismantling stage equipment/furniture and placing it in handy piles is greatly appreciated.

Radio Users' Operation Notes

Events will use as its primary safety and medical communications system the Motorsport UK 81.575Mhz FM frequency radios. All radios on this frequency will operate through a radio controller or their designated relay / link. Senior officials of an event will be equipped with a radio on this frequency or may be in communication with radio control by alternative means.

Basic Dos and Don'ts

Do:

- Ensure that you know which channel the stage is being run on and that your radio is set to that channel
- Make sure that the radio is always manned
- Always listen to your radio. Other information may be relevant to you
- Keep the radio in view. *To ensure the transmit light is out* before transmitting a message.
- Keep message brief.
- Transmit any long messages in small sub messages. The radio times out after 30 seconds.
- Make note of any radios you can hear well.
- Make sure that your push to talk button does not get stuck open.
- *Wait a moment after PTT button is pressed before talking.*
- If radio fails, check all connections and try to let another official know if the failure is terminal.
- Run the vehicle engine every so often to keep the battery fully charged

Don'ts

- Use the Motorsport UK safety frequency as a chat channel. You may be putting lives at risk.
- Put the radio/loudspeaker where others can overhear it i.e. on the roof of the car.
- Park under trees or near other radio communication or computer equipment
- Try to listen to a number of radios at once. You may miss an important message.
- Discuss any information about an incident with the press or media. Refer them to the rally helpdesk or rally headquarters who will supply them with a statement.

Responsibilities

Stage Start Radio

- Will ensure that all radio crews are in position at least 1 hour before the first car is due.
- Will ensure that all radio crews keep a check sheet (supplied)
- Will supply radio control / relay with a list of active radio crews & location on the stage.
- Will be responsible for supplying the following information:
 - Stage ready
 - Doctor, rescue and radio crews in position and ready.
 - Passage of official and safety vehicles
 - First competing car and time entered stage
 - Time stage stopped
 - Action taken

- Time stage restarted
- Last three car numbers entering the stage and final cars time for -this
- Total number of cars entering the stage
- Passage of sweeper car

Stage Radio Crew

- Report to radio control if they are unable to reach the given location
- Park in a place of minimal risk where the stage can be seen clearly
- Respond to radio control when contacted; giving location and signal strength
- Keep timely and accurate check sheet of all passing vehicles
- Make themselves known to marshals in the immediate vicinity
- Advise radio control of any problems
- Operate in accordance with normal Motorsport UK procedures

Stage Finish Radio

- Will be responsible for supplying the following information:
- First competing car and time exiting the stage
- Last three car numbers exiting the stage and final cars time for this
- Total number of cars exiting the stage
- Passage of sweeper car

Special Calls

Strict discipline must be observed regarding message prefixes

A	SAFETY	1 st car in stage, car overdue, spectator problem
B	URGENT	Suspected injury, stage blocked, stage stoppage
C	PRIORITY	Confirmed injury.

In safety, urgent or priority situations radio control will state the fact and call for radio silence. Please do not transmit unless the message is very relevant to the current situation. Listen carefully your help may be required.

Calls should be initiated as follows:

“PRIORITY, PRIORITY ...RADIO CONTROL FROM JUPITER ONE.”

Wait for the controller to acknowledge message and clear down the air before passing the message. **STAY CALM.**

All special calls have precedence over administration calls.